



## **YFU South Africa is looking for an intern!**

*YFU South Africa is offering a full-time internship opportunity at our office in Pretoria! Do you have a passion for all things YFU-related, enjoy meeting new people, and want to join a small and dynamic YFU organization for 3-12 months? Then what are you waiting for!?*

### **The internship:**

- The intern will work in our regional office in Pretoria and assist our regional director with all aspects of the inbound programme, marketing, and volunteer management.
- Tasks will include liaising with inbound students and host families, host family recruitment, school presentations, organizing and conducting orientations for inbound and outbound students, social media, data capturing, representing YFU at career fairs and other marketing events, and assisting with general administrative tasks.
- The intern will be expected to work 35-40 hours per week. A certain degree of flexibility is expected with regard to working hours and the intern will sometimes be required to work on weekends (e.g. for orientations, host family visits or marketing events).
- This internship is an unpaid position. However, accommodation with a host family will be provided and all expenses for meals and YFU-related travel will be covered by YFU South Africa. The cost of medical insurance, visa and international travel must be covered by the intern.
- The position is available immediately. Start and end date of the internship are negotiable but the minimum duration is 3 months.

### **Application requirements:**

- Previous YFU experience as either a volunteer, exchange student or host family.
- Fluent in English.
- Functional skills in Microsoft Office (Word, Excel, Powerpoint, Outlook), social media, as well as general communication and office administration.
- Experience with school presentations and marketing, as well as orientations and volunteer management, will be an asset.
- Self-starter, creative, able to work in a team as well as independently, enthusiastic and passionate about YFU.
- Applicants should be at least 19 years old.

### **How to apply:**

Please send your CV, letter of motivation, and a reference from your national YFU organization to [rynette@yfu.org.za](mailto:rynette@yfu.org.za) (please cc [lena@yfu.org.za](mailto:lena@yfu.org.za)).

When submitting your application, please indicate the preferred start and end date of your internship.

